

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-01

☐ Other☐ Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Program Management

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

General Management Support/Task 3

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

New Work Assignment Issuance. New work plan and cost estimate requested.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

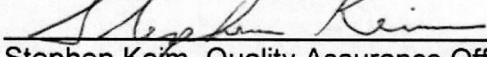
(Date)

Contract Number: EP-W-12-030 OSRE-3 FY 2017

Work Assignment Number: 1
Amendment Number: Original
Work Assignment Title: Program Management

Work Assignment Manager: Lisa Blum, 202-564-4283
1200 PA Avenue, NW
Washington, DC 20460
Mail Code: 2271-A

Division Director: Laura Milton, 202-564-6017
Director, Program Operations Support
Mail Code: 2271-A

Quality Standard: 
Stephen Keim, Quality Assurance Officer

8/4/16
Date

This work assignment does not involve environmental data generation or use.

Alternate COR: Elissa Goeke, 202-564-0894

Purpose: This SOW is the original request for contractor support for FY 2017. The period of performance is through March 5, 2018.

Background: The Program Operations Staff (POS) office within the Office of Site Remediation Enforcement (OSRE), serves as the primary contact for all Headquarters enforcement activities located in OSRE. OSRE is responsible for developing overall policy, legal and technical guidance for Headquarters and Regional enforcement actions. The Program is designed to respond to the particularly complicated legal, technical and policy problems posed by hazardous waste sites and the multiplicity and inconsistency of legal authorities currently available to deal with these problems.

Under this work assignment, POS tracks, monitors, and assesses the program management costs associated with the technical work assignments. The contractor shall provide the Contract Level COR reports in the areas of information management, ad hoc reports, program support, contract management, and contract administration as required through Technical Decision Directives.

This work assignment falls under the General Management Support #3 category of the contract SOW.

WORK ASSIGNMENT TASKS AND DELIVERABLES:

TASK 1: Work Plan:

The contractor shall provide a detailed work plan, staffing plan, and cost proposal at the task level, outlining the contractor's approach for accomplishing this work assignment. The work plan shall include the tasks, schedules, and deliverables. The cost estimate shall be at the task level. The contractor shall submit a conflict of interest (COI) notification within 5 calendar days after receipt of this work assignment acknowledging or disavowing the presence of a COI. The contractor shall submit the work plan within 15 calendar days of receipt of this work assignment.

TASK 2: Contract Management:

The contractor shall provide in the monthly progress report a breakout of all copying charges identified by category (i.e., financial status reports, monthly progress reports, correspondence), the number copied, and the cumulative amount. Miscellaneous printing must also be identified. The Contractor shall adhere to the Agency's Printing requirements. All copying costs must be identified in the narrative summary, no costs shall be identified as miscellaneous. If the total number of photocopies for this work assignment exceeds 5,000 copies, the contractor shall identify the photocopying costs by task and deliverable.

The contractor shall identify the amount of time spent on each item identified under the Progress Made this Report Period category of the Progress Report for each person claiming hours on this work assignment. The time increments shall duplicate those charged on the employee's time sheets.

The contractor shall provide ad hoc reports, graphics, conference support, brochures, posters, surveys, facilitators, quick turnaround support, and technical assistance to support OSRE. Due to the uncertainty of specific requirements related to deliverables under this task, the EPA Contract Level COR will issue technical directives which will describe the deliverable required and the deliverable due dates. The Contract Level COR may verbally request the required report. All verbal requests will be followed-up in writing within 5 calendar days of the verbal request. For cost estimation purposes, the Contract Level COR anticipates 4 TDDs will be issued during this period of performance.

The contractor shall submit an FY 2017 status report in the monthly progress report. This report shall not report cumulative totals. The report shall identify the work assignment number and title, the approved work plan LOE and dollars during FY 2017, the authorized LOE and dollars during FY 2017, and the invoiced LOE and dollars during FY 2017. Carryover LOE and dollars shall not be reported in this status report.

The contractor shall submit a justification in the narrative portion of the progress report each month that it does not meet the 7% program management target.

Task 3: Brownfields Accounting

The contractor shall maintain an accounting section for all costs associated with Brownfields. The costs shall be reported in the program management narrative section. The costs shall be reported by fiscal year, work assignment, type of work performed, labor categories, and costs. This section shall be an accumulative report that reports both the current and cumulative costs. This section shall be not more than ½ page in length. Please note: this task must be tracked as Brownfields and charged to the Brownfields accounting DCN.

OTHER REQUIREMENTS:

The Contract Level COR does not anticipate any long distance travel to occur during this period of performance. The contractor shall notify the Contract Level COR when 75% of the work assignment's authorized LOE and/or dollars have been expended.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-02

☐ Other☐ Amendment Number:Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Title of Work Assignment/SF Site Name

REGION 6 SEMS AND SDMS

Contractor
DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

#1, #2, #3 and #12

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

New Work Assignment issuance.

New work plan and cost estimate requested.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling

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09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Nancy Yarberry

Branch/Mail Code:

Phone Number: 214-665-6537

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

Contract Number:

EP-W-12-030 OSRE-3

FY: 2017

Work Assignment Number:

WA4-02

Amendment Number:

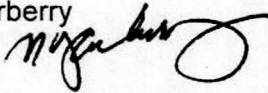
Original

Work Assignment Title:

Region 6 Superfund Document Management System and
Superfund Enterprise Management System

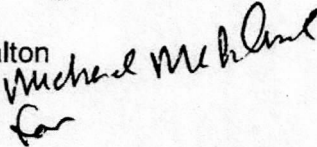
Work Assignment Manager:

Nancy Yarberry
Region 6



Associate Director:

Anthony Talton
Region 6



Performance Standards: Work is to be completed in accordance with the standards set forth in 1552.242-71 and outlined as evaluation criteria on the invoice notification form. The contractor must meet, at the minimum, the excellent criterion for quality of service, cost control, timeliness of performance, and business relations and be evaluated at the exceed expectations level for the period to be considered for continuation of service into Option Period IV.

Quality Standard:

Keim, Stephen

Digitally signed by Keim, Stephen
DN: cn=Keim, Stephen, email=Keim.Stephen@epa.gov
Date: 2016.08.01 18:27:05 -04'00'

Stephen Keim, Quality Assurance Officer

Date

This work assignment does not involve environmental data generation or use.

This work assignment falls under categories #1 (Program Planning), #2 (Program and Information Management Support), #3 (General Management Support), #12 (Records Management)

**REGION 6 SUPERFUND DOCUMENT MANAGEMENT SYSTEMS
AND SUPERFUND ENTERPRISE MANAGEMENT SYSTEM
STATEMENT OF WORK**

I. INTRODUCTION

1. Background

Information management practices in the Region 6 Superfund Program have advanced significantly over the past several years. Information technologies have dramatically affected the manner of ensuring the preservation of records and providing access to it. The IT changes have impacted not only those who prepare and manage the records collections throughout the document life cycle, but also the consumers of the information. The complexity of information presentation, communication, and management technologies continues to progress. The Region 6 Superfund program has invested a great deal of time and resources to implement powerful records management tools to improve organizational productivity, better empower end users, and more readily deliver information for litigation, to the public and to Congress. Good records keeping/management is vital to support not only the daily Removal and Remedial staff, but to ultimately insure Cost Recovery and Enforcement staff can depend on the quality and availability of documents and records available to complete Cost Recovery Actions and Litigation.

What were once locally managed electronic records keeping systems referred to as Superfund Document Management System2 (SDMS2) is now centralized as a national system. As such, the contractor should always be aware of national requirements of the Superfund Enterprise Management System (SEMS) that applies to the regions. This Region also maintained separate instances of the SDMS2 system and uses it for various local records applications. These systems are now referred to as R6 Superfund Information System (R6SIS).

2. Scope

The Contractor shall generally provide Regional application support for the Superfund Program that includes maintenance, troubleshooting and upgrades. The Contractor shall work with the EPA COR to provide technical support when EPA Headquarters releases new versions of software or the region upgrades or changes IT Infrastructure that affects R6SIS. The Regional systems requiring support are written in Java programming language running on an Oracle ORDBMS. Knowledge of Java 6 and Oracle is required. Once tasked by the COR the Contractor shall follow the instructions given by HQ or the local IT Office to install or update/upgrade the Superfund systems. No work will be performed outside of EPA controlled space without the prior knowledge and written authorization of the EPA Client Representative.

4. Restrictions Against Disclosures

All software applications and products delivered under this Task Order for the U.S. Government shall be the sole property of the Government and shall not be repacked, sole or otherwise distributed without the written authorization of the responsible Agency official.

The Contractor shall, in the performance of this task, keep the information furnished in source documents or other media furnished by the government in the strictest confidence. The Contractor shall not publish, reproduce or otherwise divulge such information in whole or in part, in any form or manner. Further, the Contractor shall not authorize or permit others to do so, taking reasonable measures as are necessary to restrict access to such information while in the possession of those employees needing such information to perform the work provided herein. The Contractor shall immediately notify the COR, in writing, in the event that the contractor determines, or has reason to suspect, a breach of these requirements. The Contractor shall have the responsibility for safeguarding the data from being compromised, altered, damaged or lost.

5. Staffing and Equipment

The Contractor shall provide personal computers the assigned staff, and shall be of a brand and configuration that conforms to the EPA Region 6 standard for the 8th floor. As of this date, the configuration is:

Core i5 processor or greater
500 GB Hard Drive
4 GB of Random Access Memory (RAM)
10/100 Ethernet Network Interface Card
Dual or equivalent Graphics Cards with minimum 16 MB video RAM
Combination DVD/CD-ROM drive

6. The Contractor shall provide:

Software applications required to do the work described in this Task Order if not available on the EPA Region 6 network. This means that tools necessary to facilitate XML metatagging, data extraction utilities, Adobe applications to enable converting native formats to PDF and to augment the PDF images, and graphics management applications to work with complex documents, structured vector graphics (SVG) and geographic information systems (GIS), as well as video, both analog and digital.

The Contractor shall provide technical support for its PC hardware, and will conform to all laws, regulations, and Region 6 policies and procedures regarding security, use of the LAN and Agency software/hardware, and the handling and maintenance of Agency records. The Contractor shall provide and maintain its own equipment (hardware), including network interface cards, and any software, applications and utilities that are needed for its internal operations or to accomplish the tasks outlined below, with the exception of that provided by EPA.

The Contractor will shall establish management and information systems technical support for the Task Order. No work will be performed outside of EPA controlled space without the prior knowledge and agreement of the EPA COTR.

The Contractor shall be prepared to rapidly assimilate and incorporate changes in its approaches to the work (including training for same) as new and improved software is introduced, as Agency policy is revised/implemented, and evolving information technology is introduced. In order for electronic records to qualify for certification, regulations stipulate that the process of managing them be documented, reproducible and as consistent as possible.

7. EPA will provide:

EPA will provide the contractor with a designated work area within EPA offices, as well as technical support for the local area network (LAN), network printers. The Agency will install on contractors' computers an Agency ghost containing Agency-standard software and PC/network configurations. EPA will also supply records center-related photocopy equipment and network printers. EPA will provide Structured Query Language (SQL) scripts and custom conversion utilities.

Copies of all SOPs, guidance, documentation, etc. mentioned in the following tasks will be provided to the contractor by the EPA COR.

II LIST OF TASKS

The Contractor will provide the personnel, services, materials and equipment necessary to meet the above stated objective. In implementing the statement of work, the Contractor shall perform the following tasks:

1. Workplan Development

The Contractor shall prepare a Workplan and coordinate with the EPA COR on Workplan development and project planning. This includes the evaluation of the assignment, particular skill assignment of duties and project coordination.

2. Support of SEMS and R6SIS Applications

The task order work includes regional Superfund maintenance and support to systems that include but are not limited to local requirements for SEMS systems and components in cooperation with the National SEMS Manager and supporting local requirements for the R6SIS which contain the Enforcement Modules, and ExpressLink, insure links and information from applications to web pages and URLs are up to date. This includes: monitoring storage capacity (disk space) of drives where information is maintained and inform COR when 75% storage space is reached; working with the EPA COR to provide technical support, documentation or training when EPA Headquarters releases new versions of software or the region upgrades or changes IT Infrastructure that affects R6SIS; establishing new user IDs in local systems after COR provides information; checking links from all applications with changes to web pages and updating as directed by the COR, updating passwords in the OPM, R6SIS Data Upload/Extraction and ExpressLink; installing updates/upgrades to Content Analyst software; act as the regional contact for Ascent Capture installations/upgrades; insuring current updates/upgrades on Superfund Linux server; providing consistent system support to the COR and imaging staff as directed by the COR. The Regional modules include:

- ExpressLink developed using Lotus Notes Web;

- R6 Superfund Information Systems (R6SIS) which contain the Enforcement Modules:

 - PERL - developed for pre-record Enforcement and litigation records for research by Enforcement users;

 - R6SIS Conceptual Research Module - developed using Content Analyst software;

 - Cost Recovery Package Module – until module becomes part of the national system;

- Katrina database used for Enforcement and FOIA;

- R6SIS modules used for region 6 staging, metadata uploads and metadata extractions.

The contractor should participate in all User Acceptance Testing of new SEMS Releases when directed by the COR.

3. Meetings

The Contractor will meet in EPA offices or conference rooms with the EPA COR, and others, at the COR's discretion to formulate initial plans and goals for proposed deliverable dates of each goal unique to the particular task. The COR is responsible for notifying Contractor of the dates, times and places these meetings will be held.

4. Reports

The Contractor will provide Weekly and Monthly Reports on the progress of all ongoing activities and task progress, including budget and expenditure reports, and ad-hoc reports (as requested). The Contractor shall likewise provide miscellaneous accounting and tracking services to EPA as requested.

In addition, the Contractor shall track the level of effort (LOE) and dollar budget (approved funding and balance) and expenditures (monthly and cumulative costs, expenditure rate, and percent of budget expended) by task. The Report shall also include the estimated funding to complete each task and variance from the approved budget, as well as indicate completed tasks.

III. SCHEDULE OF DELIVERABLES

The Contractor shall perform/submit the following tasks and deliverables at the timeframes established below:

Work Plan (WP)	20 days after award of Work Assignment
Weekly Reports	C.O.B. every Wednesday
Monthly Progress and Financial Report	Monthly
Ad-Hoc Reports	As requested by the EPA COR
Task / Project Completion Report	As required by the EPA COR
75% Notification Letter	When 75% of LOE or dollars have been expended.
90% Notification Letter	When 90% of LOE or dollars have been expended.

IV. PERIOD OF PERFORMANCE

The period of performance (POP) for this Work Assignment is from September 6, 2016 through March 5, 2018.

V. SECTION 508

All electronic and information technology (EIT) procured through this Statement of Work must meet the applicable accessibility standards at 36CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended. The contractor shall indicate for each deliverable in this requirement whether each product/service is compliant or noncompliant with the accessibility standards at 36 CFR 1194. Further, the proposal must indicate where full details or compliance can be found (e.g., vendor's website or other exact location).

December 1, 2011

Attachment to Performance Work Statement

Agency Security Requirements for Contractor Personnel

To safeguard the EPA workforce and comply with Homeland Security Presidential Directive 12 (HSPD-12), Executive Order (E.O.) 13467, E.O. 13488 and Office of Personnel Management (OPM) regulations, the EPA requires the following:

- **For Unescorted Access for 6 Months or Less**

Contractor employees needing unescorted physical access to a controlled EPA facility¹ for 6 months or less must be determined by the EPA to be fit before being issued a physical access badge (picture ID). A fitness determination is, per E.O. 13488, a decision by an agency that an individual has or does not have the required level of character and conduct necessary to perform work for or on behalf of a federal agency as a contractor employee. A favorable fitness determination is not a decision to contract with an individual. Contractor employees must undergo, at a minimum, an FBI fingerprint check of law enforcement and investigative indices (see Section 2).

- **For Unescorted Access for More than 6 Months**

Contractor employees needing unescorted access to a controlled EPA facility for more than 6 months are required to have an HSPD-12 smart card, called an EPASS badge. Eligible contractor employees must have a completed or initiated background investigation at the National Agency Check and Inquiries (NACI) level or above, comply with all other investigative and HSPD-12-related requirements, and be determined by the EPA Personnel Security Branch (PSB) to be fit (see Section 3). "Initiated" means that all initial security requirements have been met (paperwork is completed, submitted, and PSB-approved;

¹ A controlled facility is an area to which security controls have been applied to protect agency assets. Entry to the controlled area is restricted to personnel with a need for access.

favorable fingerprint results have been received; funding has been provided to cover the cost of the investigation; and PSB has sent notification that the individual may begin work).

To ensure timely contract performance, the contractor must be prepared to immediately submit upon contract award the contractor employee information detailed in Section 1.c. This applies also to incumbent contractors' employees for follow-on acquisitions. All contractor employees under a new contract are subject to the requirements in Sections 2 or 3; however, the time needed to meet security requirements may be shorter for personnel who already have a favorable fitness determination.

Contractor employees may begin work on the contract start date provided all applicable documentation in Sections 1, 2, and 3 has been received by the EPA and there is no derogatory information to preclude a favorable determination. Timely submission of contractor employees' security forms and other required documentation is essential.

A favorable determination may be revoked at any time should the EPA discover derogatory information that deems a contractor employee unfit. Contractor employees deemed unfit will not be allowed to continue under the contract, and the contractor will be responsible for providing replacements acceptable to the EPA.

The EPA may make a determination of a contractor employee's fitness at any of the following points:

- When the EPA prescreens the individual's security forms. "Red flag" issues include:
 - Having been fired from a previous job or having left under unfavorable circumstances within the past 5 years (or longer, depending on the security form questions and type of investigation);
 - Failure to register with the Selective Service System (applies to male applicants born after December 31, 1959);
 - Within the past 5 years (or longer, depending on the security form questions and type of investigation), any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law;
 - Illegal drug use within the previous year, or drug manufacture or other involvement for profit within the past 5 years (or longer, depending on the security form questions and type of investigation).
- When FBI fingerprint results are returned to the EPA;
- When OPM returns the individual's investigative results to the EPA;
- When the EPA becomes aware that the contractor employee may not be fit to perform work for or on behalf of a federal agency. The contractor is responsible for monitoring its employees' fitness to work and notifying the EPA immediately of any contractor employee arrests or illegal drug use.

1) Initial Contractor Requirements

This section contains the contractor's initial security requirements, which must be met before contractor employees can perform work **on-site** at EPA under this contract.

- a) The contractor must identify a point of contact (POC) and alternate POC to facilitate security processes.
- b) The contractor must ensure that all foreign nationals who will work under this contract have a valid U.S. Immigrant Visa or nonimmigrant Work Authorization Visa. The contractor must use E-Verify to verify employment eligibility as required by the FAR.
- c) The EPA requires contractor employee information for the investigative and EPASS processes. Immediately upon contract award or anytime new personnel are brought onboard, the contractor POC must log on to a secure, EPA-identified portal, create an account, and submit complete contractor employee information: Full name (as found on employment records and driver's license), Social Security number, date of birth, place of birth (city, state, country), citizenship, employee email address, EPA Program Office or Regional Office, and EPA work city and state. Note: Incomplete names, inaccurate names, and nicknames are unacceptable and may delay

contractor employees' start date. Instructions and the portal link will be provided upon contract award.

- d) EPA will provide the login information for the portal. After submission of the contractor employees' data, the Contracting Officer's Representative (COR) will notify the contractor POC if additional information or corrections are required. The COR's approval of the information triggers the investigative and EPASS processes.

2) Requirements for Contractor Employees Needing Unescorted Access for 6 Months or Less

This section contains the requirements for contractor employees who are not eligible for an EPASS badge but who need unescorted physical access. The minimum security requirement is an FBI fingerprint check.

- a) Before the contractor employee can begin work on-site at the EPA:
 - i) He/she must be fingerprinted by the EPA; arrangements will be made by the COR.
 - ii) The contractor employee must satisfactorily respond to all questions/information requests arising from the EPA's review of the fingerprint results.
 - iii) The EPA must determine that the fingerprint results are favorable.

Once all requirements in Section 2(a) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees will be issued a physical access badge and may work on-site at EPA. Contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b).

3) Requirements for Contractor Employees Needing Unescorted Access for more than 6 Months

This section contains the requirements for contractor employees who are eligible for an EPASS badge and who must have, at a minimum, a NACI background investigation completed or initiated. Contractor employees needing access to sensitive information or otherwise occupying moderate or high-risk positions must undergo an investigation above the NACI level. The EPA will assign a position risk level to each position on the contract and identify which contractor employees are EPASS-eligible.

- a) EPASS-eligible contractor employees must undergo a background investigation appropriate to the risk level of the position occupied, as specified by the EPA; the minimum acceptable investigation is a NACI.
- b) Employees who have previously undergone a federal background investigation at the required level and who have worked for or on behalf of the federal government without a break in service since the investigation was completed may not need a new investigation. The EPA will verify the investigative information and notify the contractor employee and COR if a new investigation is required. If an investigation is not needed, the contractor employee must still be fingerprinted by the EPA for an FBI fingerprint check and have favorable fingerprint results returned before beginning work on-site at EPA.
- c) Before beginning work on-site at the EPA, contractor employees who require a new background investigation must:
 - i) Complete and submit the appropriate OPM security questionnaire specified by the EPA via OPM's e-QIP system. Access to e-QIP will be provided by the EPA; the questionnaires are viewable at www.opm.gov/forms. Foreign national contractor employees must, on the security questionnaire, provide their alien registration number or the number, type, and issuance location of the visa used for entry to the United States.
 - ii) For a NACI only, also complete the OF 306, Declaration for Federal Employment, as required by OPM for any NACI and available at http://www.opm.gov/forms/pdf_fill/of0306.pdf. Contractor employees must answer questions 1-13 and 16, then sign the form on the "Applicant" line, 17a.
 - iii) Follow all instructions on the form(s), answer all questions fully, and submit signature pages

- as directed by the EPA.
- iv) Be fingerprinted by the EPA; arrangements for fingerprinting will be made by the COR.
 - v) Satisfactorily respond to all questions/information requests arising from the EPA's review of the forms or fingerprint results.
 - vi) Receive favorable fingerprint results.
- d) Once all requirements in Section 3(c) are met, the COR/PO and contractor employee will be notified that the contractor employee can start work. Contractor employees may work on-site at EPA while OPM conducts the background investigation.
 - e) At a time and location specified by the EPA, contractor employees must report in person for EPASS identity (ID) proofing and show two unexpired forms of identification from the lists on Department of Homeland Security Form I-9. At least one of the documents must be a valid, unexpired state or federal government-issued photo ID; non-U.S. citizens must show at least one ID from Column A on Form I-9.
 - f) Before being issued an EPASS badge, contractor employees must sign a receipt acknowledging responsibility to safeguard the badge and surrender it when required (see Section 4.b). Contractor employees must meet all EPASS badge life-cycle requirements.
 - g) A contractor employee has the right to appeal, in writing through the contractor POC to the COR, the denial or revocation of an EPASS badge. If the COR believes the appeal is justified, he/she will forward it to the Security Management Division (SMD). SMD's decision on behalf of the EPA will be final.

4) Ongoing Contractor Security Responsibilities

- a) The contractor POC must immediately provide updated information via the secure portal when new contractor employees are added to the contract. These contractor employees must meet all initial investigative requirements before beginning work on-site at EPA. The contractor POC must also update information via the secure portal whenever a contractor employee leaves the contract.
- b) The contractor POC must ensure that all EPA physical access and EPASS badges are returned to the COR as soon as any of the following occurs, unless otherwise determined by the Agency: (i) when the badge is no longer needed for contract performance; (ii) upon completion of a contractor employee's employment; (iii) upon contract completion or termination.
- c) These EPA security requirements must be incorporated into all resulting subcontracts wherein contractor personnel working under the subcontract require EPA physical access.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-02

☐ Other☒ Amendment Number:

01

Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Title of Work Assignment/SF Site Name

Base ☒

Option Period Number

REGION 6 SEMS AND SDMS

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

#1, #2, #3 and #12

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

The purpose of the amendment is to confirm the work plan ceiling is \$214,572.00 and 3072 LOE. This is a correction from the previous WP form which erroneously stated the authorized amount was 3072 LOE. The authorized amount is \$192,128.18 and 2751 LOE; an increase of \$125,128.18 and 1792 LOE, which the

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Nancy Yarberry

Branch/Mail Code:

Phone Number: 214-665-6537

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan B. Kelley

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA04-03

☐

Other

☐

Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

PRP Search Enhancement

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

OSRE 3 SOW nos. 1,2,5,7, and 8

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

New WA issuance. New Work Plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Nancy Deck

Branch/Mail Code:

Phone Number: 202-564-6039

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

8/3/16

STATEMENT OF WORK

[Period of Performance: 9/6/2016 - 03/05/2018]

CONTRACT NO: EP-W-12-030

OSRE -3- DPRA

WORK ASSIGNMENT NO:

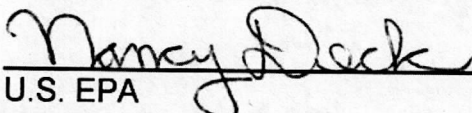
3

WORK ASSIGNMENT NAME: PRP Search Enhancement Support

WORK ASSIGNMENT MANAGER (Primary):

Nancy Deck (Primary COR)

Signature:



U.S. EPA

Office of Site Remediation Enforcement

Policy & Program Evaluation Division

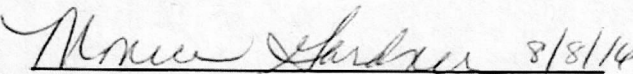
1200 Pennsylvania Ave., N.W. (Mail Code: 2273A)

Washington, D.C. 20460

Phone: (202) 564-6039

Fax: (202) 564-0074

Approved:

 8/8/16

Monica Gardner, Division Director

Policy & Program Evaluation Division

Office of Site Remediation Enforcement

U.S. EPA

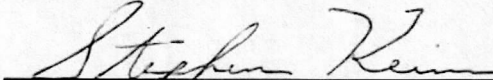
1200 Pennsylvania Ave., N.W. (Mail Code: 2273A)

Washington, D.C. 20460

Phone: (202) 564-6053

Quality Standard: It is not anticipated that the work to be done under this WA will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a QAPP by the Contractor.

Approved:



8/4/16

Stephen Keim Quality Assurance Coordinator

Policy & Program Evaluation Division

(202) 564-6073

BACKGROUND:

This work assignment (WA) falls under the following Technical Requirements categories of OSRE-3 Contract's Scope of Work: #1 (Program Planning/Evaluation and Trend Analysis), #2 (Program and Information Management Support), #5 (Training/Conference and Meeting Support), #7 (Cost Recovery & PRP Search Support), and #8 (General Compliance and Enforcement Support).

The Office of Site Remediation Enforcement (OSRE) initiated efforts in the fall of 1996 to enhance PRP searches. The PRP Search Enhancement Team (Team) – a national team comprised of EPA personnel from regional and headquarters offices leads that effort. The Team will continue to pursue its mission of supporting and promoting enhanced PRP searches through FY'18 in the same capacity it has in the past, but with some reductions in effort based on resource constraints.

PURPOSE:

The purpose of this WA is to support OSRE's PRP search enhancement efforts. Nancy Deck is the PRP Search Enhancement Team Leader and serves as the Primary EPA COR for this WA. The contractor shall work through the EPA COR to coordinate and consult with other Team members and HQ/Regional contacts.

The EPA COR will ensure that the contractor is not present during discussions of enforcement confidential issues. At all meetings the contractor shall identify him/herself as a contractor at all times.

TASKS:

Task 1: Work Plan Preparation and Cost Proposal

The contractor shall prepare and submit a work plan, staffing plan, and cost proposal at the task level that details the contractor's approach for accomplishing this WA. The work plan shall also include a schedule of deliverables, quality assurance, subcontractors/consultants, anticipated problems or special requirements, and conflict of interest statements. The contractor shall adhere to relevant clauses of the **OSRE-3 Contract** as they related to this WA.

Deliverable: The contractor shall submit a work plan and cost proposal within 15 calendar days after receipt of this WA.

Task 2: Preparing Additional How-To-Guides for Different Site Types

These "how-to-guides" are online guides specific to how to conduct PRP searches at particular **site types**, which shall be identified by the COR. The contractor shall assist the Contracting Officer Representative (COR) and the PRP Search National Team (Team) (as approved by the COR) in preparing, reviewing and editing the guides, including graphic design support. The guides shall be posted online and distributed electronically.

Subject matter experts (SMEs) for the specific site types will provide initial guidance/information for conducting those specific searches to the COR. The contractor shall conduct further research, as needed, to be reviewed by the COR and the SMEs. Once the guide content has been approved as final by the COR, the contractor shall format the guides for posting on line and electronic distribution. The contractor shall provide assistance to the COR if updates to the guides are needed.

Task 3: PRP Search manual – Updating the September 2009 Version

The PRP Search Manual (Manual) was last updated in September 2009. The 2009 PRP Search manual is available online at: <https://www.epa.gov/enforcement/report-prp-search-manual-20>. The final revised 2017 Manual, as approved by EPA, shall also be available online.

The contractor shall provide technical support to the COR for researching and reviewing current program priorities as well as statute and guidance changes that have occurred since September 2009. The contractor shall provide technical support to the COR and the Team to determine the needed modifications/revisions and how best to make those modifications/revisions.

The Contractor shall assist the EPA COR to review, edit and revise the current manual by assuring all references, statutes, laws and guidance are current, and provide editorial and technical review of policy and/or any other appropriate and relevant information.

The contractor shall assist the COR in editing, assembling, and distributing the hard copies, and posting the revised Manual online. The contractor shall provide the COR with (12) hard copies of the Manual shall be provided to the COR and one CD/ or flash drive.

The contractor shall produce, within the contract guidelines (12) hard copies of the approved revised Manual. The necessary materials for the hard copies of the approved revised Manuals, indexes, dividers, and other necessary materials for hard copy production will be provided by the COR.

Producing Electronic Version and Online Support

Electronic: The contractor shall provide an electronic copy of the approved revised Manual on a CD/and or flash drive. One file should be in PDF format and another file should be in Word format. The contractor shall also assist the COR with the electronic distribution of the Manual, including ensuring electronic contact information for recipients is current.

On line: The contractor shall assist the COR, and if directed, the EPA Webmaster, with technical support in posting the approved revised Manual online.

Deliverables:

Hard Copy: Within 30 days after receiving final approval from the COR, the contractor shall produce (12) hard copies of the approved revised Manual.

Electronic: Within 30 days after receiving final approval from the COR, the contractor shall produce in a CD/and or flash drive an electronic version of the approved revised Manual in two different formats, PDF and Word.

Task 4: Updating the Basic PRP Search Training Module

In 2014, DPRA supported the Basic PRP Search Training Work Group to develop a PRP Search Training Module. This 9 module basic training was developed and presented by subject matter experts, with technical assistance from the contractor. The contractor supported the training by reviewing, editing, and providing the modules in a consistent format as required by EPA. The contractor worked closely with the COR, EPA's multimedia office, and the trainers to assure a quality product. The contractor shall provide technical support to the CO and OSRE's Web Master in developing web pages that supplement the training videos for the complete training package. This support may include guidance documents, quizzes, etc., to be provided. The Contractor will update or make adjustment to the videos and/or the web pages, and this may require working with the COR, the trainers, EPA's multimedia office, and the Web Master.

Deliverables: Content for web pages that supplement the videos for the complete training package for the PRP Search Training Handbook/Manual.

Task 5: Basic PRP Search Training Handbook/Manual

The basic Training Handbook/Manual was developed to supplement the online training, and to be distributed to our conference attendees or upon request. The Training Handbook/Manual will mainly be circulated online, but a number of hard copies will be produced for use at HQ and for the Team Members. The contractor shall review, edit, and update the Handbook/Manual based on any new guidance, change of status, and relevant information, as approved by the COR. The contractor will produce the Handbook/Manual in the format and design consistent with EPA requirements, as provided by the COR. The contractor shall assist the COR with the Handbook's distribution. The contractor shall

assist the COR with any updates or revisions after the distribution, the Contractor shall assist the COR in that effort as well.

Deliverables:

Hard Copy: Within 10 work days after receiving final approval from the COR, the contractor shall produce two (12) hard copies of the approved revised Handbook/Manual.

Electronic: Within 10 work days after receiving final approval from the COR, the contractor shall produce in a CD/and or flash drive an electronic version of the approved revised Handbook/Manual in two different formats, PDF and Word and consistent with EPA guidelines.

Task 6: General Support Ad Hoc Activities

The Contractor shall perform a limited number of general support activities which will include the following:

Participating in Team Meetings: The Contractor shall participate, either in person or by teleconference occasional meetings of the Team, HQ staff, and/or EPA COR concerning PRP search issues relevant under this WA's SOW and tasks. The EPA COR anticipates that most of the tasking/meetings under Task 2 would take place at HQ. As a general rule, this task would be utilized when OSRE is asked to address priorities that arise which related to National PRP search issues that fall under this WA's SOW and need the technical support required. As an example, the Team may have to analyze PRP search procedures, while coordinating information nationally that involves the Contractor's technical expertise that would provide case support.

The Contractor, at the direction of the COR, may need to provide minimal support to in-house staff who may be working on and planning PRP search related trainings.

Technical Evaluation Support: Contractor technical support may be needed as requested by the COR, to respond to requests from the Inspector General, and/or GAO to address issues and provide corrective action; and to address office priorities as identified by the Administrator and OEACA's AA. As requested by the COR, the contract shall conduct and prepare preliminary analysis reports, and compile documents.

The EPA COR will ensure that the contractor is not present during discussions of enforcement confidential issues. At all meetings the contractor shall identify him/herself as a contractor at all times.

The COR shall notify the contractor through a TDD when Task 6 activity is needed.

Deliverables: As needed and directed by the COR.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-04

☐

Other

☐

Amendment Number:

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Policy & Program Eval Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

1, 2, 3, & 8

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

Option Period 4, work plan and cost estimate requested

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Mary Bell

Branch/Mail Code:

Phone Number: 202-564-2256

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

CONTRACT NO: EP-W-12-030 OSRE-3--DPRA

WORK ASSIGNMENT NO: WA9-04

WORK ASSIGNMENT NAME: Policy and Program Evaluation Support
on Enforcement Related Issues; & SEMS
and Enforcement Report Support

PERIOD OF PERFORMANCE: September 6, 2016 until March 5, 2018

WORK ASSIGNMENT MANAGER: Mary Bell (signature)
AR6233, Policy and Program Evaluation
Division, MC 2273-A, 202.564.2256

ALTERNATE WORK ASSIGNMENT
MANAGER: Alice Ludington, 202.564.6060

DIVISION DIRECTOR: Monica Gardner, Director (signature) *Monica Gardner*
AR5216, Policy and Program Evaluation
Division, MC 2273-A, 202.564.6266 7/27/14

QUALITY STANDARD: This work assignment will involve the
generation or use of environmental data.
Consequently, the Contractor will be
required to submit a Quality Assurance
Project Plan (QAPP) to EPA.

Stephen Keim 7/19/16
Approved Date

Steve Keim, Quality Assurance Coordinator
Office of Site Remediation Enforcement,
Policy and Program Evaluation Division
202.564.6073

BACKGROUND

The Office of Site Remediation Enforcement (OSRE) is responsible for implementation of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) enforcement and the Resource Conservation and Recovery Act (RCRA) Corrective Action enforcement programs. The Program Evaluation & Coordination Branch (PECB) within OSRE is responsible for overseeing the enforcement programs, as well as information management. OSRE utilizes contractor support to obtain analytical and technical services to support efforts to plan, implement and evaluate programs, strategies, guidance and regulations pertaining to EPA enforcement activities under Superfund and RCRA Corrective Action.

PURPOSE

The purpose of this Statement of Work is to obtain assistance in evaluating nationwide implementation strategies, and to monitor regional and state cleanup activities. The assistance will include, but is not limited to, analytical and technical support necessary for EPA to make informed policy and program decisions related to enforcement issues.

In addition, this SOW will support the national Superfund enforcement program's information management requirements, including the maintenance, development and implementation of the enforcement aspects of the Superfund Enterprise Management System (SEMS) and SEMS enforcement reports.

DPRA will have **NO** input in making policy decisions and will be strictly employed in gathering, analyzing, preparing and summarizing data, as well as providing technical and management support.

This work assignment falls under the OSRE-3 contract in Task Areas One: Program Planning/Evaluation and Trend Analysis; Two, Program and Information Management Support; Three, General Management Support; and Eight, General Compliance and Enforcement Support. Specific tasks to be performed by the contractor are identified below.

TASKS AND DELIVERABLES

Task 1: Work Plan Development

The contractor shall prepare a work plan, in accordance with the provisions of the Statement of Work, which describes how all phases of the work will be carried out, including a brief description of each phase, the approach for completing each phase, milestones, reports and deliverables, potential problem areas and any assumptions that must be made. The work plan shall also include a detailed budget including a breakout of direct labor hours and other direct costs. Contractor cost estimates must always be at the

Based on Superfund enforcement program priorities (e.g., Special Accounts, Compliance Monitoring), the contractor shall produce SEMS based Enforcement reports as needed at the direction of the EPA COR. The contractor shall prepare report specifications, select logic, and reporting parameters in a format specified by the EPA COR. The contractor shall follow all established programming and format procedures based on SEMS reporting standards. Prior to the delivery of each new report, the contractor shall test reports for proper operation, correct format, specifications, select logic, calculations, and sorts. The contractor shall promptly resolve quality assurance issues and inform EPA COR of any QA issues and resolution. The contractor shall document specifications, select logic and complete written documentation as required for SEMS program reports. The contractor shall document and log all specification changes for each report.

Tasks and deliverables shall be specified through verbal requests followed by written Technical Direction Document (TDDs) by the COR. The contractor shall not initiate any work until the COR makes a verbal request. A TDD specifying requirements, formats, deliverable, and approximate labor hours shall follow from the COR within five (5) working days.

Deliverable Due Date: Each TDD will specify the deliverable due date.

Approximately 3 TDDs are expected under this task.

Technical Direction

The COR is authorized to provide technical direction, which assists the contractor in accomplishing the statement of work and provides comments on and approval of reports or other deliverables. Technical direction must be within the contract and work assignment statement of work. The project officer or any other technical representative of the Contracting Officer does not have the authority to issue technical direction which (1) institutes any additional work outside the scope of the contract or work assignment; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract or work assignment; (4) alters the period of performance; or (5) changes any of the other express terms or conditions of the contract or work assignment. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. **One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Project Officer.**

Contractor Responsibilities and Qualifications

The contractor shall select properly trained staff for this work assignment with working knowledge of the CERCLA and RCRA Corrective Action statutes and current program implementation practices. The staff shall be proficient in SEMS and have a working knowledge of information systems such as RCRAInfo and Compass. The staff shall also have sufficient data processing skills to manipulate complex transactional databases.

task level. The contractor shall deliver the work plan and cost proposal to the EPA COR within 15 calendar days of receipt of this work assignment.

Task 2: Superfund Enforcement and Information Management Support

The contractor shall provide support for EPA's effective implementation of the Superfund and RCRA Corrective Action enforcement programs. The contractor shall conduct retrieval, integration and summarization of data from information systems such as SEMS, RCRAInfo and Compass as well as other Agency and external data bases and information sources to assess the programmatic impacts of various Superfund policies which are related to or affect the enforcement program. The results of the queries shall be used to perform analyses for EPA's use in evaluating the enforcement programs, develop regional statute of limitation targets for past costs, respond to FOIA requests, and to inform stakeholders of the progress of the enforcement programs as well as of the impacts associated with various enforcement policies. When necessary and at the CORs request, the contractor shall make available various SEMS enforcement data in PDF as well as MS Word/Excel/PowerPoint Access format.

The COR shall prepare a Technical Direction Document (TDD) for each data retrieval and analysis request. The COR shall verbally request the retrievals and analysis and follow up with a written TDD within five working days of the original verbal request. **Approximately 25 TDDs are expected under this task.**

Deliverable Due Date: Each TDD will specify the deliverable due date.

Task 3: Enforcement Report Support

The contractor shall provide support for the maintenance, development, and implementation of all SEMS based enforcement reports for the national Superfund enforcement program.

- Maintain Existing SEMS Based Enforcement and SCAP Reports

Working with the EPA COR, the contractor shall provide technical support and advice for all existing SEMS based Enforcement and SCAP reports. The contractor shall ensure that all existing reports are maintained and compatible with the latest SEMS system and software. The contractor shall ensure that reports have the correct select logic, fiscal year, calculations, formats, and sorts. Changes and updates to existing SEMS based enforcement reports may include any modifications deemed necessary by the EPA COR for Superfund enforcement reporting and analytical purposes. The contractor shall make any necessary changes to the report specifications, select logic, parameters, summary tables and report format specified by the EPA COR. All updates and changes will be coordinated with the EPA COR.

- Develop New SEMS Based Enforcement Reports

The contractor shall conduct the retrieval, integration, summarization, and analysis of data from the aforementioned information systems in order to assess the programmatic and resources impact of policies which are related to or affect the national Superfund enforcement program. In addition, the contractor shall provide graphics support as needed as well as support for the maintenance and development of all SEMS based enforcement reports.

The contractor shall be required to submit to the COR monthly progress reports which describe work completed each month, the hours expended on each TDD, the person(s) who performed the work, whether the work is on schedule and, if not, planned corrective measures to get back on schedule; and set forth the specific work anticipated in the next month.

Level of Effort

The contractor shall not exceed the estimated LOE and dollar amount in the final approved work plan, or in cases of incremental funding, the amount of LOE/\$ on the latest amendment to the work assignment. Any increase must be through a formal work assignment amendment. The contractor shall notify the COR and Project Officer when 75% of the LOE and/or funding has been expended.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-04

☐ Other☒

Amendment Number:

000001

Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Title of Work Assignment/SF Site Name

Base Option Period Number 4

Policy and Program Evaluation

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

1, 3 and 8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

WA04 has been amended to include additional tasks in the SOW and a new IGCE. A Work plan and cost estimate are requested from the contractor.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
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4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Mary Bell

Branch/Mail Code:

Phone Number: 202-564-2256

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-04

☐

Other

☒

Amendment Number:

000002

Contract Number

EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Base

Option Period Number 4

Title of Work Assignment/SF Site Name

Policy & Program Eval Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

1, 2, 3, & 8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

The purpose of this amendment is to add additional work to the SOW - Task 5, Superfund Financial Assurance Data System Evaluation and Analysis

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Mary Bell

Branch/Mail Code:

Phone Number: 202-564-2256

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-05

☐

Other

☐

Amendment Number:

Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Base ☒ Option Period Number

Title of Work Assignment/SF Site Name

QMP Implementation Support

Contractor

DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

OSRE-3 SOW Task Arease 1, 2, and 5

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/06/2016 To 03/05/2018

Comments:

New work assignment issuance. New work plan and cost estimate requested.

☒

Superfund

Accounting and Appropriations Data

☐

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

09/06/2012 To 03/05/2018

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Stephen Keim

Branch/Mail Code:

Phone Number: 202-564-6073

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK

CONTRACT NO.: EP-W-12-030; OSRE-3

WORK ASSIGNMENT NO.: WA4-05

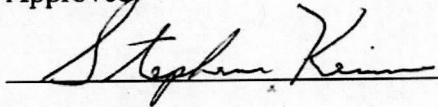
WORK ASSIGNMENT NAME: OSRE Quality Management Plan Implementation Support

PERIOD OF PERFORMANCE: September 6, 2016, to March 5, 2018

WORK ASSIGNMENT MANAGER: Stephen Keim
Policy & Program Evaluation Division
Ariel Rios South, Room 6233B, MC 2273A
(202) 564-6073

Approved:

Date:



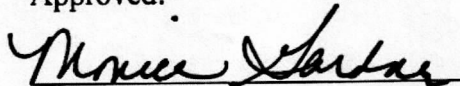
7/26/16

DIVISION DIRECTOR:

Monica Gardner, Director
Policy & Program Evaluation Division
Ariel Rios South, Room 5216, MC 2273A
(202) 564-6053

Approved:

Date:



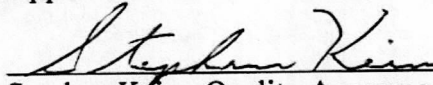
8/1/16

QUALITY ASSURANCE STANDARD:

It is not anticipated the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the Contractor to submit a Quality Assurance Project Plan (QAPP).

Approved:

Date:



7/26/16

Stephen Keim, Quality Assurance Coordinator
Office of Site Remediation Enforcement
Ariel Rios South, Room 6233B, MC 2273A
(202) 564-6073

BACKGROUND

EPA's Office of Environmental Information (OEI) is in charge of ensuring that all EPA offices produce products and use environmental data that are of the highest possible quality. EPA's *Policy and Program Requirements for the Mandatory Agency-Wide Quality System* (CIO 2105.0, 2000) requires all EPA offices to have an OEI-approved Quality Management Plan (QMP). OSRE's first QMP was filed and approved in 1996. QMPs must be revised at least once every five years. OSRE's current QMP was approved by the OEI Quality Staff in July 2013 and is valid until July 2018. The QMP includes provisions consistent with EPA's *Information Quality Guidelines* (2002), which require EPA offices to have pre-dissemination review procedures in place to assure the quality of information products that will be available to the public. In addition, EPA's *Quality Assurance Field Activities Procedure* (QAFAP; September 23, 2014) has incorporated the *EPA Field Operations Group Operational Guidelines for Field Activities* (*FOG Guidelines*) as an EPA quality procedure under CIO 2105.0. OSRE will be required to document its implementation of the QAFAP in its QMP.

Each EPA office is also required to report annually on its quality program activities for the last fiscal year. Approximately every three years, the OEI Quality Staff performs a Quality System Assessment (QSA) of each EPA office's quality system. During a QSA, the Quality Staff reviews the office's QMP and evaluates how it is being implemented. The last QSA of OSRE's quality system was conducted in September 2011. OSRE requires contractor support to assist in implementing the OSRE QMP and complying with the quality system requirements contained in CIO 2105.0, the *Information Quality Guidelines*, the *FOG Guidelines*, and new EPA quality standards that OEI may finalize in FY 2017.

PURPOSE

This Statement of Work details the support OSRE will require in implementing its Quality Management Plan during the period from September 6, 2016, through March 5, 2018. The work to be performed under this work assignment falls under the following OSRE-3 contract task areas: 1 (Program Planning/Evaluation and Trend Analysis); 2 (Program and Information Management Support); and 5 (Training/Conference and Meeting Support).

Task 1 – Work Plan and Cost Proposal

The contractor shall submit a work plan, staffing plan, and cost proposal at the task level in accordance with the Statement of Work. The work plan shall address all the assigned tasks, as well as required reports and deliverable schedules required for accomplishing the work assignment. In addition, work assignment monitoring, quality assurance, and management activities, including the preparation of monthly progress reports and periodic telephone conferences, will be conducted under Task 1.

The contractor shall submit a conflict of interest (COI) notification within five calendar days after receipt of this work assignment acknowledging or disavowing the presence of a COI. The contractor shall deliver the work plan and cost proposal to the EPA Contracting Officer's Representative (COR) within 15 calendar days of the receipt of this work assignment.

Task 2 – Maintain and Update OSRE’s Quality Management Plan

OSRE’s current QMP was approved by the OEI Quality Staff in July 2013. QMPs must be revised at least once every five years and also when there are major changes that affect the quality system. The contractor shall continue to provide technical support to the EPA COR in evaluating whether the QMP will need to be revised to comply with any new EPA quality policy when it is finalized or other EPA QA requirements and updating the QMP as needed, including updating the QMP as its 2018 sunset date approaches. Additionally, the contractor shall review the activities described by OSRE in the QA annual reporting process (see Task 6) to ensure both that the annual report is consistent with the QMP and that the QMP reflects the full scope of activities included in the annual report.

Task 3 – Support Development of Internal OSRE Quality Assurance Guidance

All EPA organizations are required to establish and document internal quality assurance guidelines governing planning, project implementation, and organizational evaluation. OSRE complies with EPA-wide quality system requirements by tailoring general standards and processes to meet OSRE’s quality assurance needs, most notably the need for enforcement data of sufficient quality to support OSRE’s site remediation enforcement program.

The contractor shall provide technical support to the EPA COR in developing and updating OSRE internal quality assurance guidance that is consistent with EPA-wide requirements and guidance while also meeting OSRE’s program needs. The EPA COR will determine which guidance documents will be developed or updated. The contractor shall work with OSRE staff as directed by the EPA COR to determine how to tailor EPA-wide guidance, and particularly the anticipated updated quality policy, QMP guidance, and Quality Assurance Project Plan (QAPP) guidance (which the Quality Staff may issue in FY 2017 or FY 2018) to OSRE’s needs. Based on guidance from the EPA COR, the contractor shall provide support to OSRE in its development of internal guidance drafts. The EPA COR and, as appropriate, other OSRE personnel, will review each draft guidance document and make suggestions for the revision of the document. The contractor shall provide support to OSRE in its development of final guidance documents by incorporating EPA comments within 15 days of receiving the comments from the EPA COR.

Task 4 – Required OSRE Quality Assurance Program Activities

The contractor shall provide technical support to the EPA COR in the execution of required quality assurance program activities. This support will include attending internal QA meetings and taking minutes, preparing quality-related briefing materials, analyzing enforcement data to determine its adequacy for use in OSRE products and policies, supporting the development of QAPPs, developing required contractor QAPPs, and supporting the development, updating, and presentation of OSRE training materials, including updating OSRE’s computer-based quality system training. Support under this task will also include analysis and documentation required to integrate EPA’s anticipated updated quality policy, QMP guidance, and QAPP guidance (which the Quality Staff may issue in FY 2017 or FY 2018) into OSRE’s existing quality system.

Support under this task will also include any analysis and documentation required to comply with EPA's *Information Quality Guidelines*. Support under this task will also include any analysis and documentation required to comply with EPA's *Quality Assurance Field Activities Procedure*. Additionally, the contractor shall, when directed by the EPA COR, send a representative to selected quality assurance training sessions offered by EPA in or around Washington, DC. The purpose of the contractor's attendance shall be to supplement the attendance of the EPA COR and provide coverage when concurrent conference sessions may be relevant to OSRE's quality management program. Contractor employees must clearly identify themselves as such in all activities in which they participate.

Task 5 – Quality Assessments and Program Evaluation

EPA policy and OSRE's QMP require OSRE to periodically evaluate the implementation of elements of the OSRE quality system. In addition, the OEI Quality Staff periodically conducts Quality System Assessments (QSAs) of all EPA organizations. The OEI Quality Staff's most recent QSA of OSRE's quality system was conducted in September 2011. The Quality Staff intends to conduct a QSA of OSRE's quality system in FY 2017. OSRE is also required to annually assess the state of its quality system, which can be accomplished with a full internal QSA or a more limited assessment. The contractor shall provide technical support to the EPA COR for QSAs and other quality assessments. This support will include assistance in the development of QA review procedures to be used in quality assessments of office processes, attending workgroup meetings and taking minutes, preparing briefing materials on assessment and evaluation processes, and interviewing OSRE personnel in order to collect information on OSRE QA activities. Contractor employees must clearly identify themselves as such in all activities in which they participate.

Task 6 – Quality Assurance Annual Reporting

EPA's quality system policy requires that each EPA organization subject to a QMP report annually on its QA activities. The FY 2016 QA Annual Report is expected to be due in March 2017 (the due date is announced in a "call letter" from OEI). The contractor shall provide technical support to the EPA COR in drafting and submitting OSRE's annual report. This support will include compiling information on QA activities performed by OSRE in the past year, projecting upcoming fiscal year QA activities based on the EPA COR's input, preparing a draft report consistent with OEI guidance, and implementing any edits directed by the EPA COR.

OTHER REQUIREMENTS: The contractor shall notify the EPA COR when 75% of the work assignment's authorized LOE and/or dollars have been expended. The EPA COR does not anticipate any long distance travel events will occur during this period of performance.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-07

☐ Other☐ Amendment Number:Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Title of Work Assignment/SF Site Name

OSRE Web Support Services

Contractor
DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

Section 2, category n

Purpose: ☒ Work Assignment☐ Work Assignment Close-Out

Period of Performance

☐ Work Assignment Amendment☐ Incremental Funding

From 09/06/2016 To 03/05/2018

☐ Work Plan Approval

Comments:

New work assignment issuance. New work plan and cost estimate requested.

☒ Superfund

Accounting and Appropriations Data

☐ Non-SuperfundSFO
(Max 2)

Note: To report additional accounting and appropriations date use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
09/06/2012 To 03/05/2018

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

STATEMENT OF WORK – 2016³ SOW

CONTRACT NO: EP-W-12-030 – OSRE-3 DPRA
Cost Reimbursement Term Form

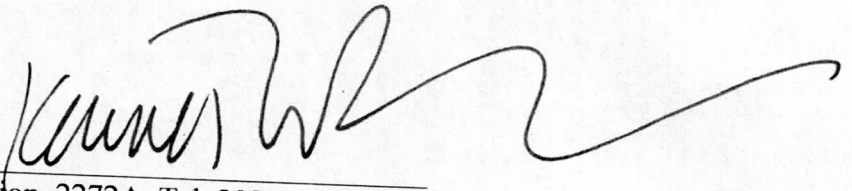
WORK ASSIGNMENT#: WA⁴3-07

WORK ASSIGNMENT NAME: OSRE WEB SUPPORT SERVICES

WORK ASSIGNMENT MANAGER:

Mary McCullough,
Regional Support Division
Office of Site Remediation Enforcement
1200 Pennsylvania Avenue, NW, 2272A
Washington, DC 20460
(202) 564-3911

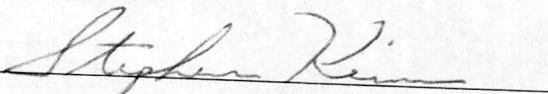
DIVISION DIRECTOR:

Kenneth W. Patterson, 
Regional Support Division, 2272A, Tel. 202-564-4231

QUALITY STANDARD:

It is not anticipated that the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a Quality Assurance Project Plan (QAPP) by the contractor.

APPROVED:



Date:

9/6/16

Stephen Keim, Quality Assurance Coordinator
Office of Site Remediation, PPED

BACKGROUND:

This work assignment falls under the OSRE-3, Scope of Work, II, Technical Requirements, Section 2, Program and Information Management Support, category n. The period of performance of this Work Assignment shall be until September 5, 2017. *March 5, 2018*

PURPOSE:

The general purpose of this work assignment is to provide to the EPA/OSRE WAM with technical support in the design, programming, and integration of OSRE's website with the EPA and OECA Internet and Intranet websites. All technical modifications will be in accordance with EPA and OECA web design standards and requirements.

The contractor shall provide technical support to ensure the seamless integration of OSRE information with the OECA and EPA websites. This will include the technical and artistic design of certain web pages.

Tasks and deliverables shall be specified through verbal requests followed by written Technical Direction Documents (TDDs) for complex assignments. The contractor shall not initiate any work until the WAM makes a verbal request. A TDD for complex assignments shall specify requirements, formats, deliverables, time, dates, and approximate labor hours; should follow from the WAM within five working days.

TASKS AND DELIVERABLES:

Task 1: Work Plan Preparation and Cost Proposal

The contractor shall submit a work plan, staffing plan, and cost proposal at the task level that details the contractor's approach for accomplishing the work assignment. The work plan shall also include a schedule of deliverables and all interim deliverables, quality assurance, subcontractors/consultants, anticipated problems or special requirements, and conflict of interest statements.

The work plan and cost proposal shall be submitted within 15 calendar days after receipt of this work assignment.

Task 2: Internet/Intranet Web Support

The contractor shall provide the EPA WAM, as requested, documents, publications and other communication materials including conference materials and posters that conform to all EPA and OECA technical web design standards and requirements, including 508 compliance. When directed by the EPA WAM, the contractor is to provide the EPA WAM all electronic publications in the appropriate format for printing purposes that conform to all current EPA and OECA standards. Periodically, the EPA WAM may request assistance from the

contractor with technical matters associated with conversion or correction of PDF files.

In addition, the contractor when directed by the EPA WAM shall develop either a generic or conference-specific registration form for use with conference planning and announcements. Dependent upon the tasks in other work assignments, data entered on the registration form may be collected by the contractor and made available to OSRE staff for conference planning purposes and registration needs. The EPA WAM will provide the contractor with a TDD regarding the registration form.

Task 3: Graphic and Photographic Art Support

The contractor shall provide the EPA WAM with any necessary graphic art (including photographic) support necessary for the OSRE Internet and Intranet web pages.

The contractor will work with the EPA WAM to develop infograph materials for publication on the Agency's website.

The EPA WAM will specify by TDD the required specifications for developing graphics and graphic-based materials under this task.

Task 4: Conversion and Automation of Model Documents

The contractor will assist the EPA WAM with the conversion and, if needed, automation, of model language documents for posting on EPA's internet and intranet. The EPA WAM will specify by TDD the requirements for conversation of documents from PDF and/or WordPerfect to Word, and the automation of the paragraph numbering and cross-references within a model document, if needed, along with any other technical updates or enhancements that may be needed.

SPECIAL REQUIREMENTS:

Printing Requirements (Clause H.4(d)(2)(3)(4)) B Permitted Contractor Activities)

The contractor may perform a requirement involving the duplication of less than 5,000 copies of only one page, or less than 25,000 copies of multiple pages in the aggregate, using one color (black), so long as such pages do not exceed the maximum image size of 10 3/4 by 14 1/4 inches or 11 by 17 paper stock. If performance of the contract will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. The contractor may perform a requirement involving the multi-color duplication of no more than 100 pages in the aggregate using color copier technology, so long as such pages do not exceed the maximum image size of 10 3/4 by 14 1/4 inches, or 11 by 17 paper stock. The contractor may perform the duplication of no more than a total of 100 diskettes or CD-ROMs.

Expertise

It is anticipated that the tasks described above may require the services of a person proficient in technical web development and maintenance. The Agency may request resumes when special requirements are noted.

Identification of Contractor Personnel

All contractor, subcontractor, and consultant personnel shall wear prominently displayed identification badges at all times when performing tasks under this contract and when interacting with EPA officials, federal agencies, state, tribal, and local governments, business, industry and the general public. When participating in any event and/or discussion, contractor staff shall verbally identify themselves as contractor personnel so that there is no possible appearance of being EPA employees or officials.

Government Property

All analysis performed, software, programs, databases, and documents prepared under this work assignment, and any disks containing information used to complete this work assignment are the property of the U.S. EPA and may not be released to the public or used for other work assignments or projects without the written authorization of the EPA.

Contract Management

The contractor shall not exceed the estimated LOE and dollar amount in the final approved work plan, or in cases of incremental funding, the amount of LOE and /or dollars authorized on the latest amendment to the work assignment. Any increase must be through a formal work assignment.

The contractor shall immediately notify the EPA WAM and Project Officer when 75% of the contractor's authorized funding level has been expended and shall indicate what remaining requirements can be completed and by what date.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA4-08

☐ Other ☐ Amendment Number:Contract Number
EP-W-12-030

Contract Period 09/06/2012 To 03/05/2018

Title of Work Assignment/SF Site Name

Site Remediation Enf. P&G Supp

Contractor
DPRA INCORPORATED

Specify Section and paragraph of Contract SOW

Task 2, Task 3, Task 4

Purpose: ☒ Work Assignment☐ Work Assignment Close-Out

Period of Performance

☐ Work Assignment Amendment☐ Incremental Funding☐ Work Plan Approval

From 09/06/2016 To 03/05/2018

Comments:

New Work Assignment issuance. New work plan and cost estimate requested.

☒ Superfund

Accounting and Appropriations Data

☐ Non-SuperfundSFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
09/06/2012 To 03/05/2018

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Anthony Austin

Branch/Mail Code:

Phone Number: 202-564-6943

FAX Number:

(Signature)

(Date)

Project Officer Name Lisa Blum

Branch/Mail Code:

Phone Number: 202-564-4283

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Susan Neiheisel

Branch/Mail Code:

Phone Number: 202-564-1049

FAX Number:

(Signature)

(Date)

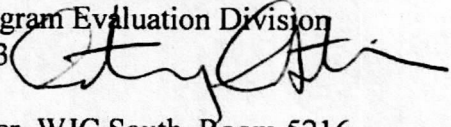
**STATEMENT OF WORK FISCAL YEAR 2017
(September 6, 2016, through March 5, 2018)**

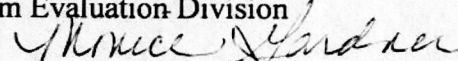
CONTRACT NO.: EP-W-12-030

WORK ASSIGNMENT NO.: WA0-08

WORK ASSIGNMENT TITLE: Site Remediation Enforcement Policy and Guidance Support

PERIOD OF PERFORMANCE: 9/6/2016 – 3/5/2018

CONTRACTING OFFICER
REPRESENTATIVE (COR): Anthony Austin, WJC South, Room 6233N
Policy and Program Evaluation Division
(202) 564-6943  7/22/16

DIVISION DIRECTOR: Monica Gardner, WJC South, Room 5216
Policy and Program Evaluation Division
(202) 564-6053  7/20/16

General Overview of Tasks

This work assignment is for Contractor support to the Office of Site Remediation Enforcement (OSRE) for research and analysis concerning compliance assurance and enforcement activities at contaminated sites. The Contractor shall provide a combination of research and evaluation support in a variety of specific areas as defined in this Statement of Work (SOW), including, but not limited to: evaluating the use of institutional controls, Next Generation Compliance tools, and other long-term stewardship (LTS) mechanisms at contaminated sites; reviewing and commenting on OSRE policy and guidance documents; assisting with OSRE's efforts to develop policy/guidance, training, or other tools, as needed to improve participation of non-EPA parties with cleanup responsibilities; and assisting, where needed, with other OSRE priorities associated with the cleanup and protective reuse of contaminated sites.

Task 1: Prepare Workplan and Cost Estimate

The Contractor shall prepare a workplan in accordance with the provisions of the SOW, which describes how all phases of the work will be implemented, including a brief description of each phase, milestones, reports and deliverables, potential problem areas, and any assumptions that must be made. The workplan shall also include a detailed cost estimate including a breakout of direct labor hours and other direct costs. Contractor estimates must be at the task level. The Contractor shall deliver the workplan and cost estimate to the EPA COR within 15 calendar days of the receipt of the SOW.

Further, under this task, during the period of performance for this work assignment, the Contractor shall conduct work assignment monitoring, quality assurance and management activities, and preparation of the monthly progress reports.

Task 2: Long-Term Stewardship and Institutional Control Support at Contaminated Sites and Facilities

The EPA continues to rely upon ICs and other LTS mechanisms at site cleanups performed under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), the Solid Waste Disposal Act (SWDA), and the Resource Conservation and Recovery Act (RCRA) to help ensure long-term protectiveness of remedies, as well as public health and the environment. Because implementation, compliance assurance, and enforcement issues relating to ICs and LTS continue to pose challenges to the EPA and other stakeholders, OSRE desires Contractor support involving research and evaluation on a variety of issues related to the following: (1) IC implementation; (2) IC compliance assurance, including monitoring, reporting, and enforcement of ICs; (3) the costs of ICs during the IC life cycle; (4) laws, rules, and procedures, including title search methods, related to real property law; (5) evaluation of ICs during remedy review efforts, including CERCLA five-year reviews; (6) the use of ICs during removal actions; and (7) the use of ICs and other LTS mechanisms at RCRA corrective action facilities.

As directed by the COR, Contractor efforts may involve the preparation of reports and findings, studies, and/or presentations for use by OSRE as background research and to otherwise inform OSRE during its duties of supporting the EPA Regions, preparing policy or guidance, or developing future initiatives related to ICs and/or LTS. In addition, Contractor will participate in phone meetings and discussions, as directed by the COR.

Real Property Law

In addition, OSRE requests that the Contractor help respond to Regional requests for real property law support. As directed by the COR, Contractor shall support Regional and/or OSRE requests by:

- Assisting in conducting title searches related to site or facility cleanup (e.g., obtaining a title commitment for a property);
- Summarizing and/or comparing, by parcel, interests that affect or encumber title to the property or parcel being remediated;
- Preparing site maps that include environmental site characteristics; engineering controls, ICs, and/or site boundaries; and other relevant features (e.g., title encumbrances);
- Assisting OSRE in the presentation of real property, ICs, and/or LTS trainings, webinars, or presentations to the Regions, other EPA officers, and other internal stakeholders; and

Task 3: EPA Initiatives Support

The Contractor may be asked to assist OSRE in activities associated with enforcement initiatives that are currently under development or planned in the future. OSRE may seek Contractor support to provide research and evaluation, and to prepare studies, reports, or presentations on enforcement initiatives, including, but not limited to:

Next Generation Compliance – The EPA’s Office of Enforcement and Compliance Assurance (OECA) is continuing to develop its Next Generation Compliance practices to build 21st century technical capabilities and efficiencies in assuring compliance with environmental laws. OSRE supports OECA’s Next Generation Compliance initiative and seeks Contractor support to identify opportunities within its cleanup enforcement program to (1) promote public accountability, transparency, self-monitoring, self-certification, and electronic reporting; and (2) advance monitoring and reporting technologies to identify non-compliance and violations impacting public health and the environment. Specifically, OSRE requires Contractor support to identify options to display site cleanup data (e.g., site and IC boundaries) on EPA’s existing geospatial platforms and to create functionality using that data to improve compliance with site cleanup obligations. In addition, OSRE requires Contractor support to identify areas and projects where the use of third-party verification and new technologies could be useful in cleanup actions and settlements. OSRE may request that the Contractor identify new strategies that EPA can implement that help monitor compliance and enforcement efforts at cleanup sites through, for example, online platforms that enable parties to self-report or certify completion of a task.

State, Tribal, and Local Government Partnerships – The Agency’s “Strategic Plan” for fiscal years 2014-2018 (available at https://www.epa.gov/sites/production/files/2014-09/documents/epa_strategic_plan_fy14-18.pdf) recognizes the importance of strong state, tribal, local, and international partnerships in managing a successful national environmental protection program. OSRE recognizes the critical roles that non-EPA parties and external stakeholders play in our cleanup programs. Consistent with the Strategic Plan, OSRE may seek Contractor support to identify opportunities within its cleanup enforcement program to strengthen partnerships with states, tribes, and local governments through consultation, collaboration, and shared accountability. OSRE may seek continued support for work on the state Superfund enforcement survey, survey results analysis, and development of a report so that potential recommendations may be offered on state Superfund enforcement. OSRE may seek Contractor support in the development and/or update of policy or guidance related to identifying CERCLA liability issues and protections that may be applicable to local governments as they involuntarily acquire and consider involvement at contaminated properties. Further, OSRE seeks Contractor support to identify specific areas within the cleanup enforcement program to improve coordination and data sharing, promote innovation, and maximize efficiencies with states, tribes, and local governments.

OSRE may ask that the Contractor review and conduct meetings with national state organizations (e.g., ASTSWMO), tribal organizations or governments, state officials, and EPA regions. Further, as directed by the COR, the Contractor may be asked to conduct research and prepare written analysis that identifies strategies and suggest solutions (technical, legal, policy) to better engage state and tribal governments on certain CERCLA, SWDA, and/or RCRA cleanup enforcement activities.

Environmental Justice – The EJ 2020 Action Agenda (EJ 2020) is EPA’s strategic plan for environmental justice for 2016-2020 (available at <https://www.epa.gov/environmentaljustice/draft-environmental-justice-2020-action-agenda>). By 2020, EPA envisions an agency that integrates environmental justice into everything EPA does,

achieving better environmental outcomes and reducing disparities in the nation's most overburdened communities. The draft EJ 2020 Action Agenda is currently out for public comment; the public comment period closes in July 2016. Consistent with EPA's EJ 2020 Action Agenda, OSRE may request Contractor support in OSRE's efforts to identify specific areas within the cleanup enforcement program where we can improve the integration of environmental justice. Specifically, as directed by the COR, the Contractor may be asked to conduct research and prepare studies, reports, presentations, or written analysis that identifies strategies and suggest solutions (technical, legal, policy) to better integrate environmental justice in the cleanup enforcement program.

Task 4: Cleanup Liability and Liability Protections

As the Landowner Liability Protections (LLP) under the 2002 CERCLA Amendments are addressed by courts and are relevant to various EPA initiatives, OSRE may request Contractor support to assist with the revision of existing or the development of new EPA policy or guidance. OSRE may also request Contractor support to assist with ensuring consistency in the application of the CERCLA LLPs and other statutory protections and EPA policy and guidance by the Regions.

OSRE desires Contractor support to provide research and evaluation and to prepare studies, reports, or presentations to help inform OSRE with up-to-date research and evaluation regarding the LLPs and other statutory protections. Among other topics, Contractor research and evaluation may address topics such as: (1) the application of LLP to parties who qualify as CERCLA "operators" including lessees; (2) the type of reasonable steps, appropriate care or due care considered by court decisions and/or industry standards, under various fact scenarios or categories of redevelopment, to meet the standards provided in CERCLA; (3) judicial interpretations of what constitutes a CERCLA "disposal" and "release"; (4) OSRE's "Common Elements" and related LLP guidance; (5) liability consequences, if any, for current owners, prior owners, and/or local jurisdiction when performing LTS activities; and (6) the potential applicability of section 107(d)'s rendering care ("Good Samaritan") provision to non-labile parties interested in performing cleanup activities.

WA Performance Evaluation Criteria

In addition to the evaluation criteria contained in the general contract, the budget criteria will be evaluated on the Contractor's ability to demonstrate successful efforts at cost-savings on the Work Assignment while maintaining high quality technical work. EPA's evaluation will take into consideration the Contractor's conscientious efforts to (1) minimize duplicative work, (2) cut unnecessary hours and expenses, and (3) use resources efficiently and creatively.

The Contractor shall not incur costs or hours above the amounts authorized for the Work Assignment without the prior, specific, written approval of the EPA Contracting Officer. The EPA COR is not authorized to make such budgetary approvals under any circumstances.

EPA will evaluate the Contractor based on (1) how responsive the Contractor is to EPA's needs throughout the Work Assignment, (2) the accuracy and technical quality of the Contractor's work and deliverables (including typographical and technical errors), (3) the Contractor's ability to work within the agreed time frames, (4) timeliness in submitting deliverables, and (5) regular communication regarding Work Assignment progress and prompt notification as funding thresholds are approached.

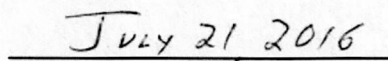
Quality Standard

It is not anticipated that the work to be done under this work assignment will involve the generation or use of environmental data. If work involving the generation or use of environmental data arises, EPA will require the generation of a Quality Assurance Project Plan (QAPP) by the contractor.

Approved:



Date:



Stephen Keim, Quality Assurance Coordinator
Policy and Program Evaluation Division
Office of Site Remediation Enforcement

Deliverable Schedule

The following deliverable deadlines serve as an initial planning guide and may require adjustment by the EPA COR based on interim results and findings during WA execution.

Task 1 Deliverables

Deadline

Workplan and Cost Estimate

15 days after Contractor receipt of Statement of Work

Task 2 Deliverables

LTS/IC Support, Generally

To be determined by COR;
Deliverables in accordance with approved work plan.

Real Property Law Support

To be determined by COR;
Deliverables in accordance with approved work plan.

Task 3 Deliverables

Initiatives Support, Generally

To be determined by COR;
Deliverables in accordance with approved work plan.

Task 4 Deliverables

Local Government Research and Analysis

To be determined by COR;
Deliverables in accordance with approved work plan.

Task 5 Deliverables

Cleanup Liability Research and Analysis

To be determined by COR;
Deliverables in accordance with approved work plan.